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Approved For Release 2004/05/05 : CIA-RDP58-00039A000100050021-4

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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training  
 THRU : Chief, PPS/TR  
 FROM : Chief, LETS/TR

DATE: 30 September 1955

SUBJECT: Weekly Activities Report

A. SIGNIFICANT ITEMS JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FLD NO. \_\_\_\_\_ DOC. NO. 13 NO CHANGE  
 IN CLASS/DESCRIPTION (CLASS CHANGED TO: TS S C RET. JUST. 22  
 None to report. NEXT REV DATE 09 REV DATE 09 REVIEWER \_\_\_\_\_ TYPE DOC. 023 X1  
 NO. PGS 3 CREATION DATE \_\_\_\_\_ ORG COMP 11 OPI 11 ORG CLASS C  
 B. OTHER ACTIVITIES REV CLASS C REV COORD. \_\_\_\_\_ AUTH: HR 70-3

1. LETS' section of the OTR Catalog of courses, both Headquarters and Overseas, with extensive revisions and additions, have been transmitted to PPS.

2. A number of inquiries on the Cumulative Report on Area, Language and External Training for FY 1955 have been received and answered. Evidence indicates that this report is considered increasingly valuable by the components concerned.

25X1 3. [ ] returned. A written report of his trip is being prepared.

25X1 4. [ ] is on leave until 10 October.

5. The Agency's intensive, eleven-month course in Russian began on 26 September with an enrollment of eleven students.

25X1 6. A Qualifications Review Panel certified for mental qualifications Mr. [ ] of FE, for intensive Chinese at either Navy or FSI beginning in January. We have been informed, however, that Navy cannot accommodate him, and probably he will be sent to FSI.

25X1 7. [ ] recently has discussed the new area training programs with TLO's of the DDI and the DDS at their monthly meetings, and at the fortnightly meeting of the Training Officers of the DDP.

8. Three persons so far have definitely registered for the full-time, intensive French course. Additionally one person from Navy has indicated a desire to be admitted for two months and one JOT has expressed a desire to be admitted until early January. These two will be accepted if there are no other full-term applicants. The maximum number to be accommodated is six.

9. Current enrollment in internal language training programs is 104, 33 in class and 71 in self-study. During the past week the language laboratory was used for a total of 335 hours.

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Next 1 Page(s) In Document Exempt

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